

KPMHA Executive Meeting
MEETING MINUTES
October 3, 2016
Shawnigan Lake Community Centre Lounge

Executive Members Attendance: Erin Egeland, Dave McDill, Jason Rockson, Jason Taron, Martin Wright, Isabel Grondin, Louise Thomson, Aaron Wade, Dave Brummitt, Aaron Lamb, Mike La Roy, Nelly Brummitt, Lonnie Goodfellow, Mari Ann Rockson, Heather Calabrese, Wendell Rederburg

Absent:

Meeting called to order at 6:31pm.

Motion to approve agenda: LG

Second: IG

Carried

Motion to approve September 2016 Minutes: LG

Second: IG

Carried

Old Business

- a. Action items from previous minutes
 - i. Items requiring follow up:
 1. Erin sent the draft to Martin and Dave for review, feedback received, and document will be posted to the website.
- b. Association documents – IG and AL
 - i. P&P Section 8 forwarded to next month
- c. Review of Registrar contract – EE, DM, LT
 - i. Action: Finalize the contract issues. – EE, IG and DB to form committee.
 - ii. Still in progress
- d. Action: JT to summarize feedback from coach evaluations for coaches from last year. This should be done on or before Oct 31st, 2016.

New Business

President's Report – Erin Egeland

September has been a flurry of activity as most of you can relate to and again, thank you for your commitment to your members.

1. **Important dates to note:**
 2. Saturday, October 22nd, 2016– VIAHA Executive Meeting – Island League tiering finalized. I will be attending this meeting and once I have the proposed team placements, I will be in contact with Aaron and the Head Coaches. We should receive the placements in advance of the meeting to allow for MHAs to contest or accept placement at the meeting.

3. Tuesday, October 11th, 2016 - Mandatory South Island Recreational Team Head Coaches and Managers Meeting for Atom, Pee Wee, Bantam and Midge...there will be an information meeting at Juan de Fuca. Location is The Field house across from the Q Centre, beside the Soccer Fields.

Atom and Peewee Managers 6:30p
Bantam and Midget Managers 7:30p

Coordinators have been advised to connect with their respective groups.

1. Parent Respect in Sport (RIS) completion deadline is October 31st. Player is deemed ineligible if parent does not complete.
2. Midget T3 goalie placement had been a priority over the past 2 weeks. Worked with VIAHA, CVMHA, Aaron, Dave, and Midget T3 team officials and families. We had 5 goalies for two teams and despite the fact that all goalies are able to play this year, although not all at KP, the end result meant that we couldn't accommodate all of our members. It was not an easy process and there was no winning solution. I want to thank everyone involved for their efforts.

Executive Reports:

1st Vice – DB

- September has been a very busy month as I am sure you can all attest too.
- Teams from Atom up have been formed with all officials in place, have had the chance to observe almost all teams during games and practices.
- The Midget A goaltending situation resulted in one of our goaltenders transferring to Cowichan, while not ideal, I appreciate the patience exercised by all involved.
- I have had the chance to meet with a few coaches and review past coaching evaluations, will confer with Jason to establish a plan to meet with the rest in the upcoming month.
- Have not had much time to edit the Evaluation Process, hope to get it finalized in the month(s) ahead.
- Contract for the Secretary/Registrar position is still a work in progress.
- Would like some clarity about the "New Full Ice Novice" league being formed and communicated to members by our board members, as some members of ours and other associations saw it fit to contact me with concerns.
 - Concerns raised by some board members about optics, privacy of email/contact info of members, conflict with schedules of member's KP teams.
 - This is a private venture by a board member and has nothing to do with KPMHA.

2nd Vice/Ice – MR

- Ice is good.
- Island League and Atom Dev League Tiering schedules are underway
- South Island League ice submitted to VIAHA
- Atom Dev League ice submitted to VIAHA
- More schedules will be posted once South Island League schedules are done (best guess is Oct 11th-20th)
- Ice tracking will start towards the end of October

- It would be nice if VIAHA could put together a complete calendar with major dates (league start dates, end dates, and playoff dates), and provide it to ice schedulers before the season starts. This information comes from various sources and it would be great to have one master schedule to reference.

Treasurer- EE Acting

In short, I have the following financial report/update:

1. Coordinators, can I ask that you send another email to your respective groups informing them that the Treasurer position is still available and that we would welcome another volunteer on our Board. I can shadow the incumbent and assist in any way that I can. It has also been posted on our website.
2. Invoices have been prepared for teams that requested tournament cheques. Coordinators, can I ask you to send me the names and email address of your team managers so I can electronically forward the invoices? I know some of them but not all. I will also be adding team purchased ice costs and officials costs belonging to the competitive teams this week. Thanks in advance.
3. It has been a challenge finding enough time to comb through the books and records (QuickBooks) as thoroughly as required within the last 3 weeks. Given that, I focused on Accounts Receivables and Accounts Payable which appeared inconsistent to how they should normally be reported. I have discussed these accounts below in greater detail.

Both aging summaries have been attached for your review. I will explain each of the reports and what is being done.

Accounts Receivable (AR - money owed to us)– Apart from the current amounts outstanding (team tourney cheques – all invoiced), there were credits/amounts owed sitting in team accounts or other customers from last season. I was able to trace the source of the credits. It appears that the amounts received as payment from teams/customers were entered twice through the AR system within QuickBooks. QuickBooks uses an account called “Undeposited Funds” which acts like an envelope full of cheques in transit to the bank account. One has to tell QuickBooks to deposit the amounts previously received (through the AR system) into the Bank account. The interface for doing this can be confusing and unwanted credits to AR are easily overlooked if one doesn’t review the transaction once completed.

So what next? I will trace the credits and make the necessary adjustments once I figure out how the QuickBooks system allows one to do that! It’s not my favourite software ☐

Accounts Payable (AP - we owe money)– It seems the AP account was not used properly in 2014 with respect to a member fundraiser event. How? The account was used to track monies we owed to the family but no AP was ever set up. It was used like a cash account. The account should be zero as we do not currently have any payables outstanding.

So what next? I need to determine the necessary adjustments to the proper accounts affected.

Adjustment - Determining the correct adjustments has been the biggest headache with the Quick Books. I have to be careful that I don’t create a bigger mess so I am being extra diligent. This, however, takes additional time...something that is elusive these days:)

The AP amounts from 2008 (Misc AP and Wise Financial) were before my time. I need to investigate those ones when time permits. They don't impact our current operations.

I am currently working on a cheque reconciliation (cheques that were issued, cashed, and cleared) to clean up the cheque register and look for any uncashed cheques (stale dated etc).

I have attached the budget variance analysis for your reading pleasure ☐

Once the cheque register is updated, I will forward the Financials.

Registrar – LT

- All rosters are completed
- Extremely busy throughout the month
- All requests for roster changes must be made in writing and 72 hours prior to when you need it.

Head Coach – JT

On ice Helpers

Here is a link to BC Hockey's bulletin regarding on ice helpers. I sent this to all coordinators on Sept 14th.

<http://www.bchockey.net/Administration/BulletinItem.aspx?id=414>

VIAHA Coach/Managers meeting

All the competitive HCs, Managers and I attended the Competitive mandatory meeting on Sept 18th in Nanaimo.

The recreational mandatory HC/Manager meeting will be on Oct 11th in the JDF lower Club House.

Atom and Peewee will be 7:00 – 8:00pm

Bantam and Midget will be 8:00 – 9:00pm

KPMHA Coaches meeting

- I have not yet called a KPMHA coaches meeting as not all divisions are complete with their staff and there have been some changes going on.
- Just recently there were changes made to the Initiation Division. NB and I meet with the coaches of this division on Sunday, Sept 25th. I am very pleased with this group of coaches. They are very focused on succeeding with the new cross ice rules brought down by BC Hockey. This will go a long way in development for this age group.
- I would like to have a KPMHA Coaches meeting sometime after the VIAHA Head coaches meetings are complete in October with all of the coaches in KPMHA. Looking at the schedule, a Wednesday night possibly at SLS would work best. I would like MW and LG to also speak on their areas. Plus we need to address some areas regarding bullying, social media, hazing and more supervision when kids are in the dressing room.

Photo nights

MR and I have been working on the best times for photo nights. It will most likely be at SLS arena the beginning of November. Ice times are still in the process of being confirmed. Gordon Lee photography will be taking the photos. Photos will take place

over a couple evening in order to facilitate all teams. The structure will be different than what has been done in the past. Stay tuned for more details.

Equipment – JR

- Apparel committee has made a decision on track suits and clothing. We will be using CCM track suits this year and using Gildan hoodies. I will have a meeting with Fiona from Advantage Apparel to discuss final details. The colour for this year and following years will be navy blue. I will follow up with costing and instructions once I have the meeting with Fiona.
- There have been some issues in the rink with not putting things (cones, rope, coaching supplies) away in the coaches locker room. Also KPMHA has a rope to use for splitting the rink. Please use our rope not the Kerry Park Programs rope. There have also been some issues with teams not leaving the rooms clean after use. This has been a home team problem not a visiting team problem.
- There has been some push for more goalie gear for Initiation and Novice. We may have to share some for the time being until some money comes forward. We can leave it in the coaches locker room and share the second sets. We have enough to give every team one set.
- The teams will be responsible to carry one set and ensure they are aired out properly after use and the extra sets will then have room to air out in the coaches locker room after they get used. With everyone having to play at Kerry Park for the beginning of the year this should be possible.
- I have heard there is a separate Novice league being established. Please remember that KPMHA equipment (Jerseys, goalie gear, pucks, cones, first aid kits etc.) may not be used in activities not sanctioned by KPMHA.

Risk Manager – MW

- Using information from rosters I've set-up Group administrators for each team (Atom to Midget divisions). Group admins are coaches and safety officials and can view medical and emergency contact information for each player on their team.

Numbers of group admins so far per team:

Atom A: 6
Atom C1: 4
Atom C2: 4
Bantam A: 6
Bantam C: 4
Midget A: 3
Midget C: 3
Peewee A: 4
Peewee C1: 6
Peewee C2: 4

A further 15 have been invited but have not accepted the invitation to be a group admin (coaches). All safety officials have accepted this invitation

- Initiation and Novice group admins will be set-up as soon as these rosters are available.
- I have sent details of optional ePACT training by webcast to all invited to be a group admin. Also, those that have yet to accept ePACT invitations to be a group administrator have been resent invites.
- CATTs and CRCs are in place for the majority of our officials but are still coming in.

Referee Assignor – ML

- All is well.

Referee in Chief – LG

- Attending as many games as possible.
- Mentoring of young officials is ongoing.
- All officials have been told about coach penalties.
- Complaints will not be taken from coaches about how a game is officiated.

Tournament and Sponsorship - VACANT

Competitive – AW

- All is good.
- Tiering games are all underway
- AP process and selection should be discussed
 - Action: JT will email all coaches to explain the process and will address this at the Coaches Meeting
- Procedures on selection, notification, forms, etc.

Discipline Committee

- Nothing to report

Division Coordinators:

- Initiation – Nelly Brummitt
 - All is going smoothly in initiation.
 - Coaches meeting to go over new guidelines for initiation, was well received. Thank you Jason T for attending.
 - Email sent out to parents regarding the guideline
 - Present numbers 31 players and 12 coaches (aka - cat herders) - 17 first years and 14 second years. Presently working together in multiple, small skill groups (1/2 ice). Very pleased by the dedication and camaraderie of the coaches. Teams will be officially organized after Nov 1.
 - Managers meeting for all KPMHA managers 7 pm Tues October 4 at the Mill Bay Hall (little hall in corner of arena parking lot)
- Novice – Isabel Grondin
 - Novice continued over the past month divided in 3 practice groups
 - Teams are to be divided no earlier than October 15th (see VIAHA memo)
 - Coaches who have shown interest to being involved with a team and who have been working with various practice groups have been listed to JT, MW and LT.
 - Special permission has been granted by VIAHA (JH) and BC Hockey (MB) for LCMHA to be able to have cross ice Novice games with KPMHA between October 15th and December 1st
 - All other games cross ice Novice games until Dec 1 will be played with in our MHA
 - Good work taking place with MR to facilitate ice scheduling in this time of flux with Novice
 - Sponsorship campaign to purchase rink divider boards continues
 - Looking at running a Novice Tournament in December.
 - Still working on getting appropriate goaltending gear.

- Motion: Be it so moved that KPMHA purchase the necessary goaltending gear to accommodate the needs of the changes put forward by BC hockey from full ice to cross-ice games for it's 3 Novice teams.
 - Moved by: I Grondin
 - Tabled
- Atom – Wendell Rederburg
 - All is well in Atom world. Should be all finalized this week.
 - Wondering about any goalie development this year.
 - Overage goalie from Pee wee will be playing in Atom this year once transfer is complete.
- Pee wee – Aaron Lamb
 - All teams set and now have full complement of team officials.
 - Pee wee C2 was banking on ice for weekend of 15/16 for exhibition games - put on hold due to league schedule. This may affect their ability to get 3 balancing exhibition games against South Island teams as required by VIAHA.
 - A sanctioned game between the two Pee wee teams occurred Sept 24, demonstrating that the teams are well-balanced with a 5 - 4 final score.
 - Hitting clinic discussed with JT and planning for session in January.
 - Affiliate players - a list of affiliate players for Pee wee Rep from Pee wee Rec has not yet come forward. Coordination between the competitive coordinator, head coach and divisional coordinators is necessary to ensure consistency in approach and utilization. I would like clarity as to who leads this - the competitive coordinator or the head coach.
 - New Commissioner for Pee wee for VIAHA.
- Bantam – Heather Calabrese
 - The Bantam rec team is well on its way. There are no concerns at this time.
 - Similar to AL comment, I have not received any official notification regarding the AP's from the Bantam team. I am aware of two of the recreational players being AP'd. I would like to discuss the process of the AP'ing so we can ensure the house teams are given full consideration for these opportunities.
 - I am not sure who oversees this process so I hope that can be clarified tonight.
- Midget – Dave McDill
 - The team seems to be running smoothly, nothing to report.

Meeting adjourned at 8:37pm

Next meeting – November 7th, 2016

